

**NOTICE OF PUBLIC MEETING  
OF THE  
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION  
AND  
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Information Technology and Systems Improvement Committee** of the Arizona Criminal Justice Commission and to the general public that the **Information Technology and Systems Improvement Committee** will hold a meeting open to the public on **July 17, 2008** beginning at **10:00 a.m.** at the **Little America Hotel, 2515 East Butler Avenue, American C Room, Flagstaff, AZ 86004.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Designee Jerry Landau**  
***Information Technology and Systems Improvement***  
***Committee Members:***  
David Byers, Chairperson  
Terry Goddard  
Carl Taylor  
George Silva  
Roger Vanderpool
- II. Minutes of the July 12, 2007 Meeting**
  - Approval of Minutes **P-F-T**
- III. FY09 Full Service Forensic Crime Laboratory Grant Program** **Pat Nelson**
  - Review, discussion, consideration and possible action on the FY09 Full-Service Forensic Crime Laboratory grant proposals and allocations. **P-F-T**
- IV. Call to the Public**

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

**V. Date, Time, and Location of Next Meeting**

- The next Information Technology and Systems Improvement Committee meeting will be held at the call of the Chairperson.

**VI. Adjournment**

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
July 17, 2008	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the July 12, 2007 Meeting

**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ System Improvements Program

**RECOMMENDATION:**

The Committee approve the minutes of the Information Technology & Systems Improvement Committee Meeting held on July 12, 2007.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee**  
**Minutes**  
**July 12, 2007**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on July 12, 2007 at the Little America Hotel, 2515 East Butler Avenue, American C Room, Flagstaff, AZ 86004.

**Members Present:**

David Byers, Chairperson, Director, Administrative Office of the Courts  
Kelly Anderson, Mayor, City of Maricopa, Paul Jepson representing  
Terry Goddard, Attorney General, Marna McLendon representing  
Carl Taylor, Coconino County Supervisor  
Richard Miranda, Chief, Tucson Police Department, Roberto Villasenor representing  
George Silva, Santa Cruz County Attorney  
Roger Vanderpool, Director, Department of Public Safety, Georgene Ramming representing

**Staff Participating:**

Pat Nelson, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order**

The meeting was called to order by Chairperson David Byers at 10:05 a.m. Roll was taken and a quorum was declared present.

**II. Minutes of the July 13, 2006 Meeting**

Chairperson Byers called for a motion on the minutes. Commissioner Carl Taylor entered a motion to approve the minutes of the meeting held on July 13, 2006. The motion seconded by Designee Georgene Ramming passed unanimously.

**III. Full Service Forensic Crime Laboratory Grant Program**

Pat Nelson, Program Manager reported to the Committee on the Full Service Forensic Crime Laboratory Grant Program and the allocation of funds in the amount of \$1,200,000 for the cycle July 1, 2007 through June 30, 2008. The lab directors held a meeting via conference call on March 28, 2007 to discuss the proposed FY08 funding allocation. The agreement included a base of \$100,000 for each police department full service crime lab, \$300,000 for three labs within the Department of Public Safety and the remaining funds to be allocated based on population served. Commissioner Carl Taylor entered a motion to recommend to the Commission the approval of the Full Service Forensic Crime Laboratory Grant allocations for \$1,200,000 to the five funding recipients shown on page six of the agenda. The motion seconded by Designee Roberto Villasenor passed unanimously.

**IV. Gerald Hardt Memorial Criminal Justice Records Improvement Program**

Pat Nelson, Program Manager presented the Gerald Hardt Memorial CJRIP grant proposals and allocations for FY08. Ms. Nelson explained that last year staff did not provide a grant solicitation due to the Commission approving the direction of the short term strategic plan and funding proposal for the records integration project requirements. The grant solicitation for the current year was posted on May 3, 2007 and closed on June 8, 2007. There were thirty-five agencies registered for the grant program with six agencies submitting completed applications totaling \$401,685. Designee Marna McLendon entered a motion to recommend to the Commission the approval of the Criminal Justice Records Improvement Program allocations for \$379,001 as outlined on page nine of the agenda. Staff was asked to research why so many applicants began but did not complete the grant registration process. The motion seconded by Designee Georgene Ramming passed unanimously.

**V. Call to the Public**

Chairperson Byers made a call to the public. No members of the audience addressed the Committee. Chairperson Byers encouraged the Committee members to introduce items or activities that may be of interest or need to be addressed by the Committee for future agendas.

**VI. Date, Time, and Location of Next Meeting**

The next Information Technology and Systems Improvement Committee meeting will be at the call of the Chairperson.

**VII. Adjournment**

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
July 17, 2008	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	FY09 Full Service Forensic Crime Laboratory Grant Program

**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ System Improvements Program

**RECOMMENDATION:**

The Information Technology and Systems Improvement Committee recommend to the Arizona Criminal Justice Commission the approval of the FY09 Full Service Forensic Crime Laboratory grant allocations.

**DISCUSSION:**

Arizona Revised Statute § 41-2421, commonly referred to as "Fill the Gap", directs that monies collected pursuant to section 12-116.01, subsection B shall be allocated in part to the Arizona Criminal Justice Commission for distribution to state, county and municipal law enforcement full-service forensic crime laboratories pursuant to rules adopted by the Arizona Criminal Justice Commission.

Full Service Forensic Crime Laboratory grant applications were received from all five laboratories for the grant program cycle of July 1, 2008 through June 30, 2009. Staff reviewed the requests as outlined in the attached table.

**FISCAL IMPACT:**

Significant to recipient agencies

**ALTERNATIVES:**

Not Approve - Modify - Table

## Proposed FY 2009 Funding Allocation

<b>Funding Recipient</b>	<b>Total FY 2009 Allocation pursuant to ARS 41-2421 (J)(5)</b>	<b>Base Allocation</b>	<b>Population Percentages</b>	<b>Population Allocation</b>	<b>Proposed Allocation</b>
	<b>\$1,500,000</b>	<b>\$700,000</b>		<b>\$800,000</b>	<b>\$1,500,000</b>
AZ Department of Public Safety (3 labs)		\$300,000	55%	\$440,000	\$740,000
Mesa Police Department		\$100,000	7%	\$56,000	\$156,000
Phoenix Police Department		\$100,000	22%	\$176,000	\$276,000
Scottsdale Police Department		\$100,000	4%	\$32,000	\$132,000
Tucson Police Department		\$100,000	12%	\$96,000	\$196,000
<b>Totals:</b>	<b>\$1,500,000</b>	<b>\$700,000</b>	<b>100%</b>	<b>\$800,000</b>	<b>\$1,500,000</b>

\* Every full-service forensic crime lab (DPS has 3 labs) gets a base of \$100,000.